



REQUEST FOR APPLICATION # 02-25852
MEDI-CAL ASSISTED LIVING WAIVER PILOT PROJECT

December 18, 2002

**California Department of Health Services
Office of Medi-Cal Procurement
600 North Tenth Street, Room 240C
Sacramento CA 95814
P.O. Box 942732
Sacramento CA 94234-7320**



DIANA M. BONTÁ, R.N., Dr. P.H.
Director

State of California—Health and Human Services Agency
Department of Health Services



GRAY DAVIS
Governor

December 18, 2002

Dear Potential Applicant:

Notice to Prospective Applicants

You are invited to review and respond to the Request For Application (RFA) Number 02-25852, entitled, "Medi-Cal Assisted Living Waiver Pilot Project". In submitting your application, you must comply with the instructions found herein.

This RFA is available in electronic form from the Internet at the Department of Health Services/Office of Medi-Cal Procurement website at www.dhs.ca.gov/mcs/omcp/index.

Note that all agreements entered into with the State of California will include by reference General Terms and Conditions and Contractor Certification Clauses that may be viewed and downloaded at the following Internet site:

www.ols.dgs.ca.gov/Standard+language/default.htm. If you do not have Internet access, a hard copy can be obtained by contacting the person signing this letter.

If a discrepancy occurs between the information appearing in the advertisement placed in the California State Contracts Register and the information herein, the information in this notice and in the RFA shall take precedence.

I. Application Submission Deadline

Regardless of postmark or method of delivery, the Department of Health Services' Office of Medi-Cal Procurement must receive application packages no later than 4:00 p.m. on February 10, 2002. Refer to the attached RFA for other deadlines in the procurement schedule and for detailed submission requirements.



Do your part to help California save energy. To learn more about saving energy, visit the following web site:
www.consumerenergycenter.org/flex/index.html

December 18, 2002

II. Letter of Intent

In this procurement, prospective applicants are encouraged to submit a non-binding Letter of Intent. See the RFA for detailed Letter of Intent submission instructions.

III. Funding Limit

Funding for these services shall not exceed the maximum available funding of \$980,000 for the length of the contract. Applicants are required to carefully submit their proposed expenditures in the cost proposal forms, Attachments 8 and 8-A of the RFA. Funding for each state fiscal year is subject to approval of the program's spending authority by the State Legislature.

IV. Applicant Questions

In the opinion of the California Department of Health Services, this RFA is complete and without need of explanation. However, if you have questions or need clarifying information, please submit all inquiries in writing, and mail or fax them to the Office of Medi-Cal Procurement according to the instructions in the RFA section entitled "Applicant Questions".

Thank you for your interest in filling the service needs of the California Department of Health Services.

Sincerely,

O/S by Donna Martinez

Donna Martinez, Chief
Office of Medi-Cal Procurement

Attachment

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Attachment #	Attachment Name
Attachment 1	Application Cover Page
Attachment 2	Required Attachment / Certification Checklist
Attachment 3	Applicant Information Sheet
Attachment 4	Applicant Reference Sheet
Attachment 5	RFA Clause Certification
Attachment 6	CCC 201 – Certification
Attachment 7	Payee Data Record
Attachment 8	Cost Proposal Form
Attachment 8-A	Budget Detail by Year

Attachment #	Attachment Name
Attachment 9	Letter of Intent
Attachment 10	Conflict of Interest Compliance Certificate

Q. Sample Contract Forms / Exhibits

Exhibit #	Exhibit Name
Exhibit A-1	Standard Agreement
Exhibit A	Scope of Work
Exhibit A - Attachment I	Applicant's Work Plan (Sample Format)
Exhibit B	Budget Detail and Payment Provisions
Exhibit C – View on-line.	General Terms and Conditions (GTC 201). View or download at this Internet site http://admin.int.dhs.ca.gov/forms/html/contracts.htm .]
Exhibit D(F)	Special Terms and Conditions
Exhibit E	Additional Provisions
Exhibit F	Contractor's Release
Exhibit G	Travel Reimbursement Information

R. Program Appendices

Appendix #	Appendix Name
Appendix 1	Scoring Tool for the Technical Application
Appendix 2A	Data Library and Bibliography
Appendix 2B	Internet Library
Appendix 3	Glossary
Appendix 4	Reference Check Questions
Appendix 5	Driving and Parking Instructions